

Carmine Marceno
Sheriff



State of Florida
County of Lee

"Proud to Serve"

JOB POSTING

BUREAU: Corrections

DIVISION: Corrections Clerical Support

POSITION: Corrections Clerk 1

HOURS: Full Time, 40 hours per week

SALARY: \$26,722.00

JOB DESCRIPTION:

The primary responsibilities of the Corrections Clerk include: Data entry for the intake (booking) and release of inmates; Maintenance of hard copy files; Logging receipts for documents and storage of inmate property; Inspection and distribution of USPS mail for inmates; Operate public video visitation; Operate the control panels/rooms within the facilities; Work reception desk(s) within the facilities to assist the public; Answer incoming calls.

Upon employment, Corrections Clerks will complete a 52 day field training process and final test for which a passing testing score must be achieved. Corrections Clerks are expected to display professional and courteous disposition daily, work well with others and maintain a good attendance record.

Corrections Clerks are required to maintain a high level of accuracy of data entry. Florida Department of Law Enforcement (FDLE) training and certification are required with re-certification testing every 2 years. Cardiopulmonary Resuscitation (CPR) training is mandatory. Training and re-certification will be provided.

Corrections Clerks are required to sign a Two-Year Commitment contract. This contract states the applicant will commit to two years of service as a Corrections Clerk before becoming eligible for transfer to another position. The limited interaction Corrections Clerks have with inmates is always in the presence of a certified Corrections Officer.

REQUIREMENTS:



"The Lee County Sheriff's Office is an Equal Opportunity Employer"
14750 Six Mile Cypress Parkway • Fort Myers, Florida 33912-4406 • (239) 477-1000

Must be a legal citizen/alien resident of the United States.

Must be 18 years or older.

Must have a High School Diploma or equivalent.

Possess a valid Florida Driver's License or state issued ID Card.

Possess a Social Security Card.

If previously a member of the Armed Forces of the United States, service and discharge must be honorable or under honorable conditions.

Be of good moral character, having no felony convictions; no misdemeanor convictions involving moral character, perjury, or false statement, as outlined in the Florida State Statute.

Be able to meet our strict drug standard.

Must be able to bend, lift (up to 15 lbs.), reach, sit and stand for long periods of time.

APPLICATION PROCESS:

Submit a prescreen application to Human Resources, no later than 4pm on or before the closing date of the position.

NOTICE: All conditions of this job posting are subject to the Sheriff's Discretion.

The Sheriff's Office is an equal opportunity employer with Veterans Preference.